



Rules and Regulations

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

COUNTY OF SAN DIEGO AIRPORTS

RULES AND REGULATIONS

FOR FIXED BASE OPERATORS, LESSEES, TENANTS,
PERMIT HOLDERS, USERS AND VISITORS



ESTABLISHED BY
THE COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
AUGUST 2006



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CHAPTER 1

INTRODUCTION

Purpose of Rules and Regulations

Rules and Regulations as outlined in this document are designed to facilitate the safe and efficient operation of each airport. They are intended to be reasonable, non-arbitrary and non-discriminatory and therefore apply equally to everyone. Lessees, Permittees and Users (Users) shall at all times comply with federal, state, and local laws, ordinances, rules and regulations which are applicable to its operations. Lessees, Permittees and Users shall display to the County, upon request, any permit, license or other evidence of compliance with such law.

Any violation of any County Airports Rule or Regulation contained herein may result in a penalty or fine.



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CHAPTER 2

GENERAL PROVISIONS

All Users must comply with all Rules and Regulations contained herein including, but not limited to, Codes/Rules and Regulations as defined in Definitions/Abbreviations.

GENERAL PROVISIONS

- I. **Airports Director – Actions to Safeguard the Public:** The Airports Director shall have authority to safeguard the public and further the public health, safety and welfare.
- II. **Airport Property – Rules and Regulations:** Any and all persons shall be governed by the rules and regulations prescribed herein and by instructions issued by the County of San Diego relative to the use or occupancy of any part of any County Airport premises.
- III. **Violation of Rules:** Any person who operates or handles any aircraft, vehicle, equipment or apparatus or uses the Airport or any of its facilities in violation of rules set forth herein, may be removed from the airport by the Airports Director. In addition, such persons may be subject to the penalties provided herein or in the San Diego County Code of Regulatory Ordinances. The Airports Director may refuse the further use of the Airport or its facilities to such persons for such length of time as may be determined.

Specific Provisions

- I. **Advertisements:** No person shall post, distribute, circulate or display any signs, posters, advertisements, circulars or any other such printed, painted or written materials at any County Airport without first obtaining the approval of the Airports Director.
- II. **Airport Access:** Airport access shall be allowed to only those persons authorized by the Airports Director or by those having official business at the airport.
- III. **Airport Entry Points:** Airports Director reserves the right to lock or unlock any gate at any time deemed necessary for the safety and/or security of the airport or public.
- IV. **Animals:**
 - a. All animals must be positively controlled on a leash or in an appropriate container.
 - b. Only assistance animal on proper leashes are permitted in County Airport buildings or offices.
- V. **Cleaning/Washing of Aircraft:** No person shall use flammable, volatile liquids in the cleaning of aircraft, aircraft engines, propellers and/or appliances unless such cleaning operations are conducted in open air or in a room specifically set aside for that purpose. The room shall be ventilated properly, fireproofed, and equipped with adequate and readily accessible fire extinguishing apparatus. Fire Marshall approval shall be obtained before use of any such room/designated area is permitted. No aircraft washing shall be permitted unless performed in an area certified under the Federal Clean Water Act and in compliance with a Storm Water Permit, SWPPP, with appropriate BMPs as approved by the Airports Director.



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- VI. **Conduct of Business:** No person shall use the airport or any part thereof, or any airport facilities for revenue producing or commercial activities without first securing an appropriate permit, lease or other such document from the County. Once the document is obtained, the person shall comply fully with all the terms and conditions of the document including the payment of rates and charges. Examples of such businesses include but are not limited to aviation/industrial use, commercial photography, advertising or soliciting.
- VII. **Derelict Aircraft:** Parking of derelict aircraft is prohibited on leasehold property. Derelict aircraft is defined as an aircraft that is not in active restoration, construction, maintenance or does not have a current Registration and Airworthiness Certificate. The tow-away, removal, or storage of any such aircraft or components thereof shall be at the owner's sole cost and expense and without liability.
- VIII. **Entering Restricted Areas Prohibited:** No person shall enter any restricted areas posted as being closed to the public or the like, except:
 - a. Persons assigned to duty therein
 - b. Persons authorized by the Airports Director
 - c. Passengers under appropriate supervision or escort, entering such areas for the purpose of embarkation and debarkation
- IV. **Equipment and Material Storage:** No person shall store or stock material or equipment in such manner as to constitute a fire hazard as defined by the applicable code. Equipment or material shall not be stored in an unsafe or unsightly manner.
- V. **Firearms:** No persons (excluding duly authorized police, state or federal law enforcement officers, security officers, or members of the Armed Forces of the United States on official duty) shall carry any firearms or explosives on the Airport unless they are in accordance with applicable local, state, and federal laws.
- VI. **Flammable Material Storage:** No person shall keep or store any flammable liquids, gases or hazardous materials on Airport premises, in hangars, or in any building at the Airport unless stored in an appropriate, approved container and storage of such materials is approved by lease or permit.
- VII. **Floor Care – Requirements:** All tenants and lessees at the Airport shall keep the floors of the hangars, terminal, apron, pits and adjacent areas, leased, permitted or un-leased, free and clear of oil, grease and other flammable or hazardous material in compliance with all applicable rules, regulations and codes.
- VIII. **Gate Control:** All entry points shall be positively controlled at all times. Under circumstances where an entry point gate is non-operational, said gate shall be closed, locked and repaired within 48 hours. County Airports reserves the right to lock any access point at any time. Gate codes shall be changed annually.
- IX. **Loitering:** No loitering on County Airport property.
- X. **Lost and Found Articles:** Any person who finds or loses articles shall report and deposit them at the office of the Airport or with the guard service Security Officer. Lost articles will be kept for three months.



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- IX. **Lubricating Oils, Dopes, Paints and Thinners - Storage:** No person shall keep or store any lubricating oils, dopes, paints or thinners on Airport premises, in hangars, or in any building at the Airport unless stored in an appropriate, approved container with suitable draw-off devices and storage of such materials is approved by lease or permit.
- X. **Motorized Equipment – Operation Restrictions:** No motorized equipment shall be operated on the aircraft apron area except by:
 - a. Persons assigned to duty thereon
 - b. Persons authorized by the Airports Director
- XI. **Open-Flame Operations:** No person shall conduct any open-flame operations in any hangar or any part thereof unless specifically authorized by the Airports Director.
- XII. **Parking of Vehicles:** Vehicles shall not be parked on the Airport premises other than in the manner indicated by posted parking, traffic signs or as designated by lease or permit.
- XIII. **Sanitation Requirements:** All Airport refuse, garbage, papers and other materials shall be placed in receptacles provided for these products.
- XIV. **Smoking Prohibited:** No smoking shall be permitted within 50 feet of any fuel farm, fuel truck or any fuel storage facility or container at any time. No person shall smoke in any hangar, public building, public restroom, or place at the Airport where it is specifically prohibited by law or the Airports Director. No person shall smoke within 20 feet of any entrance, exit or operable window of a County occupied facility.
- XV. **Soliciting:** No person shall solicit funds, goods, donations or pledges at any Airport without written approval of the Airports Director.
- XVI. **Use of Roads and Walks – Use Restrictions:** No person shall:
 - a. Operate any type of vehicle or motorized equipment on roads or walks except as designated by the County Codes or in strict compliance with the California Motor Vehicle Code.
 - b. Travel on the Airport other than on the roads, walks or places provided for that particular class of traffic.
 - c. Use a motor vehicle without strict compliance with speed limits prescribed by County/posted traffic speed limit signs. No motor vehicle shall exceed the speed of 20 miles per hour except emergency vehicles in emergency situations or unless otherwise posted.
 - d. Use roads, walks or other places that will cause a Runway Incursion/Runway Deviation as defined by FAA Rules and Regulations or Orders.
 - e. Use the roads or walks in such a manner as to hinder or obstruct access or use by others.
 - f. Walk across or on a taxiway or runway, or enter a movement area.



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CHAPTER 3

AIRPORT OPERATIONS

- I. **Aerobatics Prohibited:** No aircraft shall be flown within the airport traffic area in any aerobatic maneuver or maneuvers other than those required in normal and routine operation unless specifically approved by the Airports Director.
- II. **Accident/Incident Reports:** Persons involved in or witnessing an aircraft accident, incident or mishap at the airport shall immediately report such occurrence to Station M at 858-565-5255. Such persons shall make written reports as requested by the Airports Director.
- III. **Aircraft Equipment:** In compliance with FAA regulations, no person shall operate an aircraft to, from or at a towered airport unless it is equipped with a functional two-way radio capable of communicating with the FAA/ATCT or on the appropriate frequencies, including but not limited to, the CTAF frequency, in accordance with FAA regulations, or if under 'no radio' conditions, pilot is under positive control with ATCT using light-gun signaling.
- IV. **Aircraft Parking:** No person shall park any aircraft at the airport in a location or manner not specifically designated or authorized by the Airports Director. The Airports Director may lock-up or remove any aircraft parked in an unauthorized manner or location. Prior permission is required for transient aircraft tied down for more than 21 days in a 30-day period; except at McClellan-Palomar Airport, which is 21 days in a one calendar year period.
- V. **Aircraft Repairs:** Owners and operators may perform repairs on their own aircraft, provided such work is conducted in an area that meets all health, safety and storm water regulations and in areas designated by the Airports Director. Owners and operators may perform inspections and minor repairs on their aircraft in their assigned hangar or parking areas (excluding draining engine oil, hydraulic fluid or fuel, or using solvents, unless BMPs are used) in compliance with the SWPPP and all hazardous materials are properly disposed of off airport premises as defined by FAA in the FARs for such aircraft operations.
- VI. **Aircraft – Full Control Required:** Following a landing, or prior to takeoff and while taxiing, the Pilot In Command (PIC) shall assure that there is no danger of collision with other aircraft taking off, landing or taxiing. All aircraft shall be taxied under full control and at a reasonable speed.
- VII. **Aircraft Engines – Locations Where Operation is Permitted:** Aircraft engines shall be started and run only in those places designated for such purposes by the Airports Director. Aircraft shall be placed and oriented so that while an engine is running that hangars, shops, buildings, or persons are in the path of the propeller slipstream, rotor wash or jet wash, and so that no dust cloud or other hazard to aircraft is created.
- VIII. **Aircraft Engines – Starting and Running:** No aircraft engine shall be started or run unless a licensed pilot or mechanic is attending the controls or is acting as Pilot In Command.



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- IX. **Aircraft Engines – Operation in Hangars Prohibited:** No aircraft engine shall be run or operated in any hangar.
- X. **Conformity with Rules and Regulations:** No person shall navigate, land upon, fly, maintain, repair any aircraft or conduct any aircraft operations at or from any County Airport facility without compliance with all current FAA and County Airport rules and regulations.

Master Lessees are fully and completely responsible for training all employees (permanent or temporary) and all users' guests and vendors entering through their gates (pedestrian or vehicle). Master Lessees shall be responsible (including fines) for the conduct of their employees, guests, users or vendors.
- XI. **Damage to Airport Property:** Any and all airport property damaged or destroyed by an accident, an aircraft incident, or otherwise, shall immediately be paid for by the person or persons responsible for such damage or destruction. Under extenuating circumstances, payment may be deferred, provided that the Airports Director authorizes deferred payment.
- XII. **Denial of Departure or Landing Clearance:** The Airports Director may delay, suspend or restrict the landing of an aircraft, any ground movement or other operation or activity on any County Airport, and may refuse departure of aircraft from parking areas at the airport, for any reason deemed necessary in the public interest or to protect public health, safety or welfare.
- XIII. **Disposition of Disabled Aircraft:** The owner, pilot or operator of any aircraft which becomes disabled or wrecked at a County Airport, shall be responsible for the prompt removal of the disabled or wrecked aircraft, and parts thereof, as directed by the Airports Director. In the event the owner, pilot or operator fails to comply with such directions, the disabled or wrecked aircraft, and parts thereof, may be removed by the County at the expense of the pilot, owner or operator. Prompt aircraft removal is the responsibility of the PIC or owner unless directed to delay such removal pending an investigation of an accident by FAA or NTSB. Aircraft removal must be accomplished in a manner that is safe and prevents damage to County or personal property.
- XIV. **Electrical Equipment:** No person shall install or use any electrical equipment or machinery in the hangars or modify existing wiring or install additional outlets, fixtures or similar items without prior approval of the Airports Director unless otherwise agreed upon by the Master Leaseholder, if authorized in the Master Lease agreement between the Lessee and County.
- XV. **Federal and State Air Traffic Rules:** All applicable air traffic and flight rules of the FAA and the State of California governing the operation of aircraft are hereby adopted by reference. Strict adherence to the above rules and regulations is required at all times while operating at, to or from any County Airport.
- XVI. **Hangar Inspection:** The Airports Director shall have the right to enter any hangar on County Airport premises at any time without notifying or obtaining permission of the tenant for the purpose of inspecting the hangar's physical condition and assuring compliance with all airport rules, regulations and fire safety requirements.
- XVII. **Incursion/Deviation Prevention Program:** All users, tenants, vendors and guests shall adhere to FAA regulations and County policies and procedures regarding the Runway Incursion Prevention Program and Vehicle/Pedestrian Deviation (V/PD) Prevention Program.



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- XXVIII. **Incomplete Repairs:** No person shall leave any aircraft in a disassembled condition in the aircraft parking areas for longer than 60 days without prior approval from the Airports Director.
- XIX. **Intoxicants and Drugs:** No pilot or other member of the crew of an aircraft in operation on any County Airport or any person attending or assisting in said operation of the aircraft, shall be under the influence of an illegal drug or intoxicating liquor. No person obviously under the influence of intoxicating liquor or illegal drug shall be permitted to board any aircraft except in case of emergency.
- XX. **Liability Insurance Requirements:** The privileges of using any County Airport or its facilities shall be conditioned upon the assumption of full responsibility and risk by the user of any County Airport. Such airport user shall indemnify and hold harmless the County of San Diego, its agents and/or employees while the airport is being used for any commercial or business purposes that provide compensation to the user.
- XXI. **Maintenance Taxi and Run-Up:** Unless maintenance or ramp personnel are certified pilots, anyone conducting a maintenance taxi, run-up, or repositioning an aircraft, shall have completed the Driver Training Program. McClellan-Palomar Airport high power run-ups require prior permission of the Airport Management or Operations Personnel and coordination with ATCT personnel and will be accompanied by specific guidance on positioning prior to run-up.
- XXII. **Night Flying:** No person shall land at, taxi on or takeoff from an unlighted runway or taxiway after dusk or before dawn, as defined by the FAA, except in the event of an emergency or unless approved by the Airports Director.
- XXIII. **Nonairworthy Aircraft:** The storage of nonairworthy aircraft or components thereof at County Airport facilities or in tiedown spaces on County Airport premises for any period greater than sixty (60) days is prohibited, unless the express written consent of the Airports Director is obtained. The tow-away, removal or storage of any such aircraft or components thereof shall be at the owner's sole cost and expense and without liability.
- XXIV. **Painting:** Painting and other similar processes shall only be conducted in buildings that are specifically designated for such activities and are in compliance with the local health and safety regulations, Air Pollution Control District regulations and storm water regulations. Shelters or any open tiedown areas are not authorized for these activities. Minor "touch-up" painting may be accomplished with prior approval and in compliance with local health and safety regulations, Air Pollution Control District regulations and storm water regulations. However, the aircraft owner shall be held responsible for any damages to other aircraft and/or property due to over spray associated with any painting activities.
- XXV. **Safe Handling of Aircraft:** The Pilot In Command (PIC) of a moving aircraft, or of an aircraft preparing or waiting to move, shall ensure that there is no danger of a collision with any other aircraft, whether moving or stationary, or with any building or obstruction. Aircraft shall at all times be taxied, landed, or taken-off at reasonable speeds and while under the full control of the PC.
- XXVI. **Securing of Unattended Aircraft:** No aircraft shall be left unattended at any County Airport unless properly secured or positioned in a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.
- XXVII. **Storage and Repairs – Locations:** No aircraft shall be stored or repaired in any area or space other than those areas and spaces designated for such purposes by the Airports Director.



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- xxviii. **Takeoffs and Landings:** Except in an emergency, all fixed wing aircraft shall make takeoffs and landings from the runway.
- xxix. **Taxiing:** No aircraft shall be taxied from any aircraft parking area/apron onto a County maintained taxiway or runway without clearance from the ATCT. At a County Airport where there is no Tower in operation, the pilot is advised to use the Common Traffic Advisory Frequency (CTAF) and transmit all intentions in the safest and most efficient manner. All aircraft shall be taxied under full control at a reasonable speed. No aircraft shall be taxied into or out of hangars at any time.
- xxx. **Turns / Traffic Pattern / Traffic Altitudes:** The PIC shall follow all applicable FAA guidelines for traffic pattern maneuvers. The PIC shall adhere to any specific traffic pattern or “fly as a good neighbor” guidelines or voluntary noise abatement procedures published by the County of San Diego or the FAA/Airport Facility Directory for any County Airport.



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CHAPTER 4

COMMERCIAL ACTIVITIES

No person shall use a County Airport, any part thereof, or any airport facilities for revenue producing or commercial activities without first securing an appropriate Lease or Permit or other such document from County Airports.

- I. **Advertisements:** No person shall post, distribute, circulate or display any signs, posters, advertisements, circulars or any other such printed, painted or written materials without first obtaining the approval of the Airports Director.
- II. **Authorization:** Commercial activities at a County Airport shall be authorized in accordance with the provisions of a lease or permit issued by the County of San Diego. No person shall use a County Airport or any part thereof for revenue producing or commercial activities without first securing an appropriate lease, sublease, permit or other such document from the County. Having obtained such document, commercial entity must comply with all terms and conditions including the payment of rates and charges. The Airports Director may restrict the location where such activities occur for the requirement of public safety and convenience (Ref. Aeronautics Law, State Aeronautics Act, Public Utilities Code, and FAA/Advisory Circulars).
 - a) The Airports Director shall impose such restrictions on a permit as are reasonably necessary to protect the safety, efficiency or convenience of the Airport users or the general public. Permittee shall conduct its activity in accordance with all provisions and procedures in compliance with all applicable codes as defined under "Definitions/Abbreviations."
- III. **Commercial Photography:** No person shall take still, motion or sound pictures or photographs for commercial purposes without the permission of the Airports Director. If such pictures are taken for compensation, a permit is required.
- IV. **Mobile Aircraft Maintenance:** Any person performing aircraft maintenance for compensation at any County Airport shall obtain a permit from the Airports Director. Aircraft Maintenance is defined by FAA regulations. No permit shall be required for Lessees or sublessees of the airport property or their employees where their lease or sublease permits aircraft maintenance to be performed on their leasehold premises. No permit shall be required for certificated airlines or their employees which perform maintenance on aircraft owned or leased by them or on aircraft owned or leased by other certificated airliners where another permit allows such commercial activities.
 - a) **Mobile Custodial Aircraft Maintenance Permit:** Mobile permits are required for custodial aircraft maintenance such as washing, polishing, upholstering, cleaning and other incidental custodial maintenance.



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- b) **Mobile Mechanical Aircraft Maintenance Permit:** Permittee shall be certified under the FAA rules for an Airframe and Powerplant (A&P) Mechanic. Permittee shall carry and produce liability insurance as required by the permit. Permittee shall hold harmless the County of San Diego, its officers and employees, as additional insured and shall provide that all insurance required hereby shall contain provisions that the County determines necessary for such activity on Airport premises. All maintenance activities shall be performed in compliance with the Clean Water Act and with all applicable SWPPP and all BMPs must be implemented before any aircraft maintenance activities are performed on Airport premises. Permits shall be issued at the discretion of the Airports Director. Permits for mobile maintenance at airports with permanent maintenance facilities will be less likely to receive a permit.

- V. **Services and Deliveries on County Operated Airport Aprons:** No person, association or other legal entity shall conduct any commercial delivery or service activity on the County operated Airport aprons (including but not limited to, fueling of aircraft and ground service vehicles, catering in-flight meals and the performance of ramp services) without first obtaining a lease or permit. Permits shall be issued if the Airports Director determines that the activity will be performed consistent with the safety and convenience of Airport users and that a need exists for such activity. Permits or leases shall require applicable fees be paid to the Airport Enterprise Fund for such commercial activities at any County Airport.



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CHAPTER 5

FLYING CLUBS

Any combination of persons based on the Airport that operates aircraft frequently, can be defined as a "Flying Club."

- I. **Flying Club Aircraft Maintenance:** A person performing maintenance shall be exempt from payment of fees for a Mobile Maintenance Permit if the person is performing maintenance for compensation only on aircraft used by one flying club and only if that person is a member of that flying club. This person must be certified by the FAA (A&P Certification) in order to perform such maintenance activities on any flying club aircraft. However, this person shall not be exempt from obtaining a permit if he/she is receiving compensation for such maintenance in excess of the amount of his/her annual dues and assessments as a club member.
- II. **Permit – Not Assignable:** Each Flying Club Permit is personal to the permit holder and does not constitute a proprietary interest; neither such permit nor the right to conduct any operation hereunder may be sold, assigned, transferred, encumbered, leased, franchised or otherwise disposed of by the holder or by any member thereof.
- III. **Permit – Required:** No flying club shall operate any aircraft at any County Airport unless it is a valid "USE" as defined under a Master Lease, sublease or the Club has obtained a Flying Club Permit as herein noted. No person shall operate any aircraft from, at or about the airport premises as a member of a flying club unless the flying club has obtained a Flying Club Permit as provided herein.
- IV. **Use of Club Aircraft:** No person who is not a member of the flying club shall use club aircraft in exchange for compensation to the club. Persons operating club aircraft are prohibited from conducting charter operations and all applicable fees, rents and charges are paid unless approved in advance by the Airports Director.



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CHAPTER 6

FUEL SERVICING

All fuel-servicing activities on County Airports must have a Fuel Concession Permit before any/all fuel is delivered or dispensed on airport premises. Non-compliance with any of the following rules and regulations may be cause for termination of a Master Lease where such fueling services occur.

- I. **Blocking of Control Devices - Prohibited:** No emergency control, deadman handle or similar safety device shall be blocked open or bypassed in such a manner as to circumvent the designed safety purpose of such device.
- II. **Fuel Flowage Fees Reports:** Fuel Flowage Fees Reports must be submitted to the County as required by the fuel concession permit.
- III. **Fuel Spill Control – Clean-up:** All fuel (or other hazardous/flammable liquid) spills must be controlled and cleaned up by the use of absorbent materials (BMPs) specifically designed for that purpose. All employees of the fueling service entities must train personnel to follow their emergency response plan. Under no circumstances shall such liquids be flushed or otherwise allowed to enter into the storm drain system on any County Airport premises. All BMP measures must be taken by employees to prevent any pollutants from entering the storm drain system on any County Airport premises. If a required cleanup measure involves calling 911, then the airport must be immediately notified via the County Sheriff's Emergency Station M emergency telephone line at 858-565-5255 and appropriate reports must be submitted to the Airports Director after completion of the cleanup activities on airport premises.
- IV. **Fuel Spill Notification:** All fuel (or other hazardous/flammable liquid) spills in excess of 18 inches in any dimension must be reported immediately to Operations personnel or the Airport Manager. If they are not available, immediately report the spill to the County Sheriff's Emergency Station M, 24 hour telephone line at 858-565-5255. For fuel spills or hazardous materials clean up at McClellan-Palomar Airport contact Operations personnel and/or the Aircraft Rescue and Fire Fighting (ARFF) Unit at 760-497-4938 or 760-497-4937.
- V. **Fueling Operations – Attendant Required When Passengers in Cabin:** No passenger or passengers shall be permitted in any aircraft during fueling unless a cabin attendant is present at or near the cabin door.
- VI. **Fueling Operations – Location Restrictions:** No fueling or drainage of aircraft shall be conducted while an aircraft is located inside a hangar building. Fuel trucks must be parked 50 feet away from any building and 10 feet away from any other vehicle.
- VII. **Fueling Operations – Operation of Electrical Apparatus Prohibited:** No person shall operate any radio transmitter, receiver, or switch electrical appliances on or off in an aircraft during fueling or draining of fuel.
- VIII. **Fueling Operations – Prohibited While Engine Running:** No aircraft shall be fueled or drained of fuel while the engine is running or while such aircraft is in a hangar or enclosed space. Emergency aircraft capable of 'hot refueling' are exempt but must provide Airports Director with proof of appropriate training.



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- IX. **Fueling Operations – Required Equipment:** All fuel service facilities and equipment shall be in compliance with FAA/AC 150-5230 "Aircraft Fuel Storage, Handling and Dispensing at Airports" and FAA/AC 150/5320 "Management of Aircraft Industrial Waste." All fuel service facilities shall have a business plan posted noting emergency response employees and personnel associated with an emergency response plan for their fueling operations and have a copy of such emergency response plan on file with the County of San Diego. All service facilities and equipment must be properly equipped with adequate fire extinguishers and trained personnel to operate such emergency response equipment. In addition, a spill kit must be on site and readily available during all fueling operations. All service facilities and equipment must have proper SWPPP/BMPs available and in use and trained personnel to use such methods and supplies until emergency response teams arrive on premises.
- X. **Fueling Operations – Static Spark Materials Prohibited:** No person shall use any material during fueling or draining of fuel from aircraft which is likely to cause a static discharge. All aircraft must be appropriately grounded prior to fueling. There will be no fueling allowed during an electrical or thunderstorm.
- XI. **Fueling Equipment:** Fueling hoses and draining equipment shall be maintained in safe, sound and non-leaking conditions and must have SWPPP/BMPs materials and procedures near all equipment used in fueling operations.
- XII. **Grounding Requirements During Fueling Operations:**
 - a) All hoses, funnels and accessories used in fueling and draining operations shall be equipped with a grounding device to prevent ignition of volatile liquids.
 - b) During fueling, the aircraft and the fuel dispensing apparatus shall both be grounded to a point or points of zero electrical potential.
- XIII. **Starting of Engines Prohibited When Fuel on Ground:** No person shall start the engine of any aircraft when there is a fuel on the ground under such aircraft



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CHAPTER 7

MOTOR VEHICLES/EQUIPMENT

- I. **Aircraft Right-of-Way:** No person operating a motor vehicle on the movement area shall in any way hinder, stop, slow or otherwise interfere with the operation of any aircraft movement on the airport. An aircraft always has the right-of-way.
- II. **Common Carriers:** No bus, truck, taxi, limousine, motor home or other common carrier or vehicle for hire shall load or unload passengers or personal property at any place on any airport premises other than that place or those places designated by the Airports Director.
- III. **Conformance with Codes:** Motor vehicle operations in and/or on the movement area shall be governed in general by the provisions of the California State Motor Vehicle Codes and traffic directions procedures. Signals for turns, lights, and safe driving precautions shall be in conformity therewith. In addition, motor vehicles shall conform to regulations prescribed by the Motor Vehicle Code or procedures imposed pursuant to rules at airports and in compliance with the FAA/AC 150/5210.
- IV. **Crossing Runways:**
 - a) No person operating a motor vehicle at the airport shall enter, cross, or use any runway or taxiway to travel from one side of the airport to another, or to travel from one location to another unless:
 - ➔ Vehicle is traveling under escort, or
 - ➔ Vehicle has two-way communications with ATCT, and
 - ➔ Vehicle is specifically authorized by ATCT, and
 - ➔ Vehicle displays an orange and white checkered flag or yellow-flashing beacon on the top of the motor vehicle that is visible to the ATCT or from the air for pilot's safety, and
 - ➔ Driver of vehicle has taken County Airports Driver Training Program.
 - b) Permits may be required at County Airports with greater numbers of annual aircraft operations. The permits may require liability insurance and a motor vehicle authorized sticker to be displayed on vehicles at all times. Permits/colored stickers will be valid for a period of one year only.
 - c) Pedestrians, bicycles, wheelchairs, skateboards and scooters are prohibited from crossing runways and/or taxiways.
- V. **Driving Privilege Revocable:** The privilege to drive on the movement area may be revoked or suspended by the Airports Director or the Master Lessee that issued the driver training card at any time to ensure public and pilot safety.
- VI. **Emergency Vehicles:** All vehicles shall at all times give way to emergency equipment responding to an alert or emergency.



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- VII. **Flashing Beacon Light/Flag:** No person shall operate a motor vehicle in the Airport Operations Area (AOA) of the airport without proper knowledge of the FAA/AC 150-5210. All vehicles shall have an orange and white-checked flag (daytime use only) or an amber-flashing beacon installed on top of the vehicle that must be visible from the air and by the ATCT that is in operation.
- VIII. **License Requirements:** No person shall operate a motor vehicle on the airport unless the driver is licensed or authorized to operate such a vehicle by a government agency. In addition to licensing requirements, drivers of motor vehicles on movement areas shall successfully complete the County Driver Training Program. Anyone operating a vehicle in movement areas must have in their immediate possession their airports driver training card and must surrender it upon request to airport staff or the issuing master lessee.
- IX. **Piggy Backing:** No vehicle entering the airport through an otherwise secured gate will allow another vehicle to follow directly behind the vehicle in front. Every vehicle entering the airport must have a key or code to enter independently from another vehicle or be under escort by approved personnel.
- X. **Radios Required:** No person shall operate any motor vehicle on Airport runways or taxiways unless the motor vehicle is equipped with a functional two-way radio capable of communicating with the ATCT on the appropriate frequencies or is escorted by a vehicle so equipped.
- XI. **Speed Limits:** (Excluding emergency vehicles):
 - a) No person shall operate a motor vehicle of any kind at the airport in excess of speed limits as prescribed by the individual County Airport and as indicated by posted traffic signs.
 - b) If no signs are provided, no person shall operate any motor vehicle on the movement area at a speed in excess of 20 miles per hour.
- XII. **Restricted Areas:** No motorized equipment or vehicles shall be operated on the aircraft aprons of the field or on the taxiway and aircraft landing area, except by persons assigned to duty in those areas or by persons so authorized by the Airports Director or their designee.
- XIII. **Security Motor Vehicles:** Compliance is required with all rules and regulations noted below. Beacon as defined in FAA/Advisory Circular 150/5210 must be operational at all times when crossing runways and taxiways and during emergency responses on all County Airport premises. Additionally, headlights and parking lights shall be turned on during patrols throughout all periods of night (as defined by the FAA).
- XIV. **Ticketing:** The Airports Director shall use the County of San Diego Parking Violation Notice and San Diego County Sheriff's Department Parking Fee Violation Table to determine what code is being violated and what bail amount is warranted. County staff issuing tickets will have successfully completed the approved class given by the Sheriff's Department.
 - a) One photocopy of the ticket will be sent to the specific airport that the ticket was issued at and will be kept on file for three years.
 - b) ID noted on ticket will be staff's County ID number.
 - c) Agency/Station will be the airport code (SEE, CRQ, etc.).



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- d) Warning cards may be issued at the sole discretion of the Airports Director.

In addition to the provisions of these rules and regulations, all activities on county airports shall conform to federal, state, and local laws, ordinances, regulations, policies or other publications applicable to aircraft operations, land use, construction, safety or any other activities conducted on a County Airport.

Such regulations shall include, but are not limited to, all codes listed in the definitions section above and FAA regulations, federal and state noise standards, zoning ordinances, building codes, health department codes, motor vehicle codes, uniform fire codes and air pollution control district rules.

XV. Vehicle Condition/Repair:

- a) No person shall operate any motor vehicle or equipment on the movement area unless such vehicle or equipment is in safe operating conditions for such operations and meets the basic safety requirements of the California Vehicle Code (i.e., brakes, running and parking lights, horn)
- b) No person shall paint, repair, maintain or overhaul any motor vehicle or equipment on the movement area.

XVI. Vehicles/Equipment Parking and Storage: Motor vehicles are defined as ambulances, aircraft rescue and firefighting vehicles, law enforcement vehicles, aircraft support vehicles, airport security vehicles, cars, vans, golf carts, buses, motorcycles and motor homes.

- a) No person shall park or store any motor vehicle or other equipment or materials on or in the movement area except in a neat and orderly manner and at such points as may be prescribed by the Airports Director or as noted by signage on airport premises.
- b) No person shall park any motor vehicle or other equipment or store materials on/in the movement area within 20 feet of any fire apparatus positioned for fire safety or near any emergency electrical vault building on airport premises.
- c) No person may park or store non-aeronautical vehicles or equipment on Airport Property (leased or non-leased) including motor homes, recreational vehicles (water or off-road), agriculture equipment, construction equipment or industrial equipment for any length of time without the written approval of the Airports Director.

XVII. Vehicle Inspection: The Airports Director is authorized to inspect and declare unfit for use on airport property any vehicle or piece of equipment that does not comply with the safe and efficient operation of a County Airport.

XVIII. Vehicle Removal: The Airports Director may remove from the Airport any motor vehicle or equipment which is disabled, abandoned, parked or operated in violation of the airport rules and regulations or which represents an operational hazard. Such a removal will be at the owner's expense and without liability for any damage which may occur during the removal process.



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APPENDIX A

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APPENDIX B

DEFINITIONS / ABBREVIATIONS

A&P – Airframe and Powerplant

Abandoned – means any piece of equipment or vehicle that is nonairworthy, or has no current registration, or has no current airworthiness certificate or has a flat tire and is incapable of being driven or flown.

ADA – Americans with Disabilities Act

Advisory Circulars (AC) – means Federal Aviation Administration Advisory Circulars ACs for the aviation industry.

Aeronautical Activity or Service – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

Air Operations Area (AOA) – means the area that is inside the Airport boundary in which aircraft movements take place as defined by the Federal Aviation Administration-Advisory Circular AC150/5300.

Air Traffic Control Tower (ATCT) – means the FAA or non-federal owned/staffed ATCT facility located on Airport premises.

Aircraft – means any and all conveyances, now or hereafter used for flight in airspace.

Airport and County Airport – means an Airport operated by the County of San Diego with specific identification names as defined under their individual State of California Airport Permits as follows:

- a. Agua Caliente Springs Airstrip (L54) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- b. Borrego Valley Airport (L08) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- c. Fallbrook Community Airpark (L18) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- d. Gillespie Field (SEE) – the County Airport, annexed in the City of El Cajon, in the State of California.
- e. Jacumba Airport (L78) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- f. McClellan-Palomar Airport (CRQ) – the County Airport, annexed in the City of Carlsbad, in the State of California.
- g. Ocotillo Airport (L90) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- h. Ramona Airport (RNM) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.



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Airports Director – means the Land Use and Environment Group (LUEG) Program Manager as hired by the Department of Public Works, or any designees acting in a capacity authorized by the Airports Director.

ALUC – Airport Land Use Commission

ALUCP – Airport Land Use Compatibility Plan

APCD – Air Pollution Control District

BMP – Best Management Practice

Board of Supervisors (Board) – means the County of San Diego elected officials as defined by the term “Board of Supervisors”.

City – means the City to which that airport is annexed as defined above under AIRPORT.

Codes – Rules and Regulations Referenced – means the codes/rules as referenced below:

- NFPA 407 – Standard for Aircraft Fueling Servicing
- Aeronautics Law – State Aeronautics Act – Public Utilities Code
- California Fire Code – Part IV – Special Occupancy Uses – Article 24 – Airports, Heliports, and Helistops
- EPA
- FAA Advisory Circulars
- California Vehicle Code Section – 211113, 22511.8, 22651, and 22652
- San Diego County Administrative Code
- San Diego County Board of Supervisor’s Policies
- San Diego County Code of Regulatory Ordinances – Title 7, Division 3, Sec 73.101 – 73.107
- San Diego County Code Chapter 4 - Titled Airport Rules and Regulations Sections 85.401 - 85.461
- San Diego County Health and Safety Codes
- County of San Diego Air Pollution Control District Regulations
- Federal Aviation Administration FAA – Advisory Circulars, Orders, Rules
- Federal - Airport and Airway Act of 1970
- Federal – Airport Noise and Capacity Act of 1990
- Federal - Aviation Safety and Noise Abatement Act of 1979
- Federal Clean Water Act
- Federal Americans with Disabilities Act
- State Health and Safety Code
- State Penal Code
- State Vehicle Code
- State of California Code of Regulations - Title 21, Sections 3525 through 3560
- State of California Public Utilities Code - Sections 21001 et seq. relating to the Aeronautics Act
- Transportation Security Administration (TSA) Regulations
- San Diego County Airports:
 - County Airports - Storm Water Pollution Prevention Plan (SWPPP)
 - County Airports Storm Water - Best Management Practices (BMPs)



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- County Airports - Development Standards
- County Airports - Performance Standards
- County Airports Minimum Standards
- County Airports Rules and Regulations
- Schedule of Rates and Charges and Use Control Policy for San Diego County Airports

County – means the unincorporated areas in the County of San Diego, in the State of California.

Crew Quarters – means commercial job related living quarters required for crew rest periods per FARs.

Director of Aviation – means the Airports Director as defined by the County of San Diego, Department of Public Works, or his/her designee.

Driver Training Program – An awareness and airport procedures training course given by ATCT personnel or County staff or its designee teaching Search, Call, Acknowledge, and Notice. Procedures (SCAN).

Federal Aviation Administration (FAA) – means the Federal Aviation Administration.

Federal Aviation Regulations (FAR) – means Federal Aviation Regulations.

Flight Standards District Office (FSDO) – means the Federal Aviation Administration Flight Standards District Office.

Fixed Base Operator – means a commercial aviation business that provides more than one aeronautical service.

Flying Club – means any combination of persons who form a legal entity to provide members the privilege of piloting aircraft based on the Airport as defined under AIRPORT above.

Master Lease – means a portion of an Airport that is leased to an individual or entity as approved by the County Board of Supervisors in an Aviation/Industrial Master Lease contract.

Minimum Standards – The qualifications or criteria that are established as the minimum requirement(s) that must be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities.

Movement Area – means the runways, taxiways, and other areas of an Airport which are used for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas and as further defined in the FAA/AC 150-5300 "Airport Design."

National Transportation Safety Board (NTSB) – means the Federal Aviation Administration National Transportation Safety Board.

NFPA – National Fire Protection Administration

Non-Movement Area – means aircraft aprons, ramps, taxilanes and parking areas not under the positive control of the ATCT and where two-way radio communications with the ATCT is not required by aircraft or ground vehicles on Airport premises and as further defined in the FAA/AC 150-5300 "Airport Design."

Pedestrian – means a person on foot, on a bicycle, in a wheelchair (motorized or manual), on a skateboard (motorized or manual) or on a scooter (motorized or manual).

Person – means any individual, estate, firm, association, political body, business, organization, group, partnership,



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business trust, company, corporation, or other legal entity including any member trustee, agent, employee, officer, receiver, assignee, or other representative of any of these.

Positive Control – Absolute or Active control.

Runway – means a surfaced or un-surfaced area of the Airport reserved primarily for the landing and taking off of aircraft.

Self-Fueling – means fueling an aircraft that is owned in whole or partnership by the person fueling. This does not include fueling at the self-service fuel island.

Self-Service – Includes activities such as adjusting, repairing, cleaning and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. See FAR Part 43 for allowed self-service activities.

Specialized Aviation Service Operation (SASO) – An aeronautical business that offers a single or limited service.

Sublease – means a portion of an Airport that is subleased to an individual person or entity by a Master Lease/Lessee for a portion of the Master Lease parcel with approval of the Airports Director.

Taxiway – means a defined path established for the taxiing of aircraft from one part of an airport to another.

Taxilane – means the portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Vehicle – means auto, truck, fuel truck, golf cart, motorcycle, moped, or any motorized equipment.



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UPDATES

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Department of Public Works

County Airports Rules and Regulations is established and adopted by the County of San Diego, Department of Public Works on the date indicated below.

PETER DRINKWATER

Date

Director, County Airports

JOHN L. SNYDER

Date

Director, Department of Public Works